

TIPS ON WRITING A DIRECTIVE

Gail Cephas
Office of Information Resources, MA-44
Directives Management Team

TIPS ON WRITING A DIRECTIVE

- Directive is the collective term for Policies, Orders, Manuals, Notices, and Guides.

TIPS ON WRITING A DIRECTIVE

- Word Association

Policy – Philosophy

Order – What

Manual – How

Notice - Expiration

Guide – Suggestion

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- Changes to Directives

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Executive Order 24777

Wellness for Success in the Government

A healthy workforce will increase attendance and stimulate intelligence thereby producing savings. Each agency is directed to implement a wellness program that:

1. Incorporates time for employees to have a sound workout in their schedule.
2. Provide up to 20 percent of the daily recommended allowance for fruits and vegetables.

TIPS ON WRITING A DIRECTIVE

- Order Paragraphs:
 - Purpose
 - Cancellation
 - Applicability
 - Requirements
 - Responsibilities
 - References
 - Necessity Findings Statement
 - Contact

TIPS ON WRITING A DIRECTIVE

- Boilerplate Language

TIPS ON WRITING A DIRECTIVE

- Example of Purpose Paragraph

1. Purpose.

- To establish requirements and responsibilities for managing the Department's Wellness program.
- To promote a healthy work environment.

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- Example of Cancellation Paragraph

2. CANCELLATION. DOE O 776.1, Positive Health, dated 11-12-08. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual obligation to comply with such a directive. Canceled directives that are incorporated by reference into a contract must remain in effect until the contract is modified to delete the reference to the requirements in the canceled directives.

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- Example of Applicability Paragraph

3. APPLICABILITY.

- a. DOE Elements. Except for the exclusions in paragraph 3c, this Order applies to all Departmental elements. (Go to www.directives.doe.gov/pdfs/reftools/org-list.pdf for the current listing of Departmental elements. This list automatically includes all Departmental elements created after the Order is issued.)

The Administrator of the National Nuclear Security Administration (NNSA) will assure that NNSA employees and contractors comply with their respective responsibilities under this Order. Nothing in this Order will be construed to interfere with the NNSA Administrator's authority under section 3212(d) of Public Law (P.L.) 106-65 to establish Administration specific policies, unless disapproved by the Secretary.

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- b. DOE Contractors. Except for the exclusions in paragraph 3c, the CRD (Attachment 1) sets forth requirements. The CRD will apply to the extent set forth in each contract.
- c. Exclusions. This Order does not apply to employees that have doctors' notes on file or notes written by their mothers.

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- Example of Purpose Paragraph

4. REQUIREMENTS.

- a. All employees must exercise 15 minutes per day. (See DOE M 777.1-1, Chapter 1.)
- b. Five percent of the daily recommended allowance for fruits and vegetables must be available for employees on a daily basis.
- c. Sick leave records must be provided to DOE's Wellness Committee on a monthly basis.
- d. A report must be sent to the U.S. Center for Disease Control and Prevention annually.

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- Example of Responsibility Paragraph

5. Responsibilities.

a. Office of the Secretary.

- (1) Administers DOE Health Program.
- (2) Chairs DOE's Wellness Committee.
- (3) Submits annual report to Office of Fitness.

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b. Secretarial Officers or Designees.

- (1) Ensures that employees are afforded the opportunity to exercise daily.
- (2) Ensures that at least 5 percent of the daily recommended allowance of fruits and vegetables is provided for employees on a daily basis.
- (3) Designates a wellness coordinator to serve on DOE Wellness Committee.

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c. Wellness Committee.

- (1) Collects monthly sick leave report.
- (2) Suggests fruit or vegetable of the month.
- (3) Provides annual sick leave report to Secretary.
- (4) Monitors effectiveness of health program.

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d. Wellness Employees.

(1) Collects sick leave from organization.

(2) Serves on Wellness Committee.

e. Field Sites. Provide monthly sick leave to organization's Wellness Employee.

f. Contracting Officer Representative. Ensures that a contractor requirement's document is incorporated into M&O and M&I contracts.

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- Example of Reference Paragraph

6. References.

- a. Executive Order 24777, Healthwise Government, dated June 5, 2009, establishes a government-wide health program.
- b. DOE P 777.1, Wellness Program, dated 3-22-09, which provides the Secretary's policy about wellness at the Department.
- c. DOE M 777.1-1, Wellness Manual, prescribes how the wellness program is administered at the Department.
- d. Center for Disease Control and Prevention, Publication CDCP-322. . . .
- e. National Institutes of Health, Directive 454.1. . . .

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- Example of Necessity Findings Statement
7. Necessity Finding Statement. In compliance with section 3174 of P.L. 104-201 (42 USC 7274k note), DOE hereby finds that this Order is necessary for the protection of human health and the environment or safety, fulfillment of current legal requirements, and conduct of critical administrative functions.

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- Example of Contact Paragraph

8. Contact. The Office of Health Science
at 202-586-4716.

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- Contractor Requirements Document